# DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

### **Commonwealth Integrated**

### **Payroll/Personnel System**

### **CIPPS**

### **Introductory Payroll Training Manual**

Training Course Presented by:

Payroll Staff of the Department of Accounts

# DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

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# DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

### **General Course Outline**

**Daily Schedule** 

The schedule below lists the topic and module number for each morning and afternoon session:

Session	Topic	Module
Day 1	Introduction/Overview of Payroll Function	
Morning	<ul> <li>General Payroll Information</li> </ul>	
	<ul> <li>Importance of the payroll Function</li> </ul>	
	Payroll Requirements	
	<ul> <li>Legal and other Mandated Payroll Functions</li> </ul>	
	Required Reporting	
	Adding A New Employee Record	1
	New Employee Add	
	Basic Employee Information	
Day 1	Adding A New Employee Record – cont.	1
Afternoon	<ul> <li>Automatic Special Payments</li> </ul>	
	<ul> <li>Employee Job Description</li> </ul>	
	Programmatic Data	
	<ul> <li>Employee Banking Information</li> </ul>	
	<ul> <li>Employee Benefits</li> </ul>	
	<ul> <li>Employee Deductions</li> </ul>	
	<ul> <li>Additional Pay Rates and Factors</li> </ul>	
	<ul> <li>Employee Automatic Taxing Information</li> </ul>	
	<ul> <li>Employee State and Local Tax Status</li> </ul>	
	Employee Status	
	Performing Maintenance to Employee Records	2
	<ul> <li>Changes to Basic Information</li> </ul>	_
	<ul> <li>Changes to Salary, Benefits, etc.</li> </ul>	
	Employee Termination	

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# DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

### General Course Outline, Continued

#### Daily Schedule (continued)

Session	Topic	Module
Day 2	Finish any topics not completed from Day 1	3
Morning		
	Benefits and Deduction Processing	
	<ul> <li>Statewide Deduction Reference Sheet</li> </ul>	
	<ul> <li>Deduction Features</li> </ul>	
	<ul> <li>Deduction Calculation Features/Options</li> </ul>	
	<ul> <li>Agency-Paid Benefit Deductions</li> </ul>	
	<ul> <li>Employee Voluntary Deductions</li> </ul>	
	Overriding Standard Deductions	
Day 2	Processing Savings Bond Deductions and Refunds	3
Afternoon	• Features	
	<ul> <li>Establishing Ownership Records for Bond</li> </ul>	
	Purchase	
	<ul> <li>Accumulation and Refunding Bond</li> </ul>	
	Balances	
	<ul> <li>Processing Child Support, Garnishments,</li> </ul>	
	and Tax Levies and Liens	
	Processing Regular Employee Payments	4
	• Features	
	<ul> <li>Standard Time Reporting</li> </ul>	
	<ul> <li>Internal Batch Control</li> </ul>	
	<ul> <li>Hourly – Time Card Required</li> </ul>	
	Salary – No Time Card Required	
	Processing Special/Non Routine Payments	5
	• Features	
	<ul> <li>Company Special Pays</li> </ul>	
	<ul> <li>Special Pay Reference Sheet</li> </ul>	
	<ul> <li>Special Pay Transactions</li> </ul>	
	<ul> <li>Special Payment Control Balancing</li> </ul>	
	<ul> <li>Paying Special Payments as Regular Pay</li> </ul>	

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## General Course Outline, Continued

Session	Topic	Module
Day 3	Finish any topics not completed from Day 2	6
Morning		
	Error Correction/Edit and Certification Requests	
	<ul> <li>Deleting Payroll Transactions</li> </ul>	
	<ul> <li>Information Required</li> </ul>	
	Certification Dates	
	Masterfile Updates	7
	• Features	
	<ul> <li>Paid Updates – Refunds</li> </ul>	
	<ul> <li>Non-Paid Updates – Adjustments</li> </ul>	
	Void Check Process	
Day 3	Review of Payroll Related Reconciliations	8
Afternoon	<ul> <li>Pay Period</li> </ul>	
	<ul> <li>Monthly</li> </ul>	
	<ul> <li>Quarterly</li> </ul>	
	Calendar Year End	
Day 4	Finish any topics not completed from Day 3	9
	Payroll Related Reports	

# DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

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